



CITY OF ROANOKE OFFICE OF THE CITY MANAGER

Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011-1591

Telephone: (540) 853-2333
Fax: (540) 853-1138
City Web: www.roanokeva.gov

August 21, 2006

Honorable C. Nelson Harris, Mayor
Honorable David B. Trinkle, Vice Mayor
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Sherman P. Lea, Council Member
Honorable Gwendolyn W. Mason, Council Member
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of Council:

Subject: Request Lease of
Roanoke Civic Center Annex
Office Space

Background:

The City of Roanoke Civic Center Annex was completed in 2003. The NBDL Roanoke Dazzle and the Roanoke Valley Vipers utilized the third level for office spaces, which were included in their License Agreements with the City through May 2006. Both sports groups had vacated the offices by June 2006 following the demise of their teams. At present, there is a total of 5,147.1 square feet of office and common use space available.

WSET, Incorporated has submitted a Letter of Intent for a five-year lease of office and studio space at an initial base rent of \$36,000 for the first year of the term, subject to a 3% increase annually for the remainder of the term. The amount of space requested is 2,688.1 square feet, not including common use areas. The remaining 2,459 square feet of space may be offered to the tenant or converted for internal use. Should WSET, Incorporated decide to lease this additional space from the City, the lease would be coterminous with and upon the same terms and conditions as the proposed main lease.

Considerations:

Lease of this space will provide an additional revenue source for the Civic Center. The City of Roanoke would also receive positive exposure within greater than a one-hundred-mile radius.

A public hearing is required to consider the lease of office space within the Civic Center Annex. Civic Center management has been working with the prospective tenant to identify specific requirements for operation.

Recommended Action:

Authorize the lease of 2,688.1 square feet of the above facility and to authorize the City Manager to proceed with the process to execute a five-year Lease Agreement with WSET, Incorporated; and to further authorize the future lease of the additional space upon the same terms and conditions to WSET, Incorporated, should they desire to lease this space from the city, with such lease to be approved by the City Attorney.

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB:wyb

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Wilhemina Y. Boyd, CFE, Director of Civic Facilities

CM06-00149